



UNITED NATIONS CHILDREN'S FUND  
SPECIFIC JOB PROFILE

### I. Post Information

Job Title: **Implementing Partnerships Management Officer**  
Supervisor Title/ Level: **Planning and Monitoring Specialist NO-3 (Post No. 47271)**  
Organizational Unit: **Programme Planning and Monitoring**  
Post Location: **Harare, Zimbabwe Country Office**

Job Level: **Level 1**  
Job Profile No.: **ZIM22021**  
CCOG Code: **1A02**  
Functional Code: **PMA**  
Job Classification Level: **Level 1**

### II. Organizational Context and Purpose for the job

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programmes, in advocacy and in operations. UNICEF has adopted the Harmonized Approach to Cash Transfers (HACT) as an approach for obtaining assurance that results have been achieved in line with resource utilization. It aims at managing risk related to cash transfers made to implementing partners in support of programme implementation, reducing partner transaction costs and allowing progressive use of national systems for management and accountability of results and resources.

**Job organizational context:** The Implementing Partnerships Officer JD is to be used in a Country Office (CO).

**Purpose for the job:** The Implementing Partnerships Officer reports to the Planning and Monitoring Specialist (Post No 47271). The Implementing Partnerships Officer, under the guidance of the supervisor, provides professional technical assistance and support around CSO partnerships and HACT assurance which in turn supports programme design, planning and implementation, management of programme/project activities, data analysis and progress reporting, in support of programme goals and objectives.

### III. Key function, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

1. Support to implementing partnerships and HACT planning
2. Support to implementation of HACT programme assurance activities
3. Support to implementation of implementing partnerships activities
4. Knowledge management systems

## **5. Capacity building**

### **1. Support to implementing partnerships and HACT planning**

- Participate in HACT planning and discussions and support the development and completion of HACT plans through research, collection, analysis and reporting of related information/data to facilitate planning and priority setting for HACT activities.
- Prepare information on shared implementing partners to facilitate planning in line with the UNICEF HACT procedure.
- Support teams to map out potential partnerships to collaborate with during annual work planning

### **2. Support to implementation of HACT programme assurance activities**

- Support the preparation of HACT implementation status report in InSight through collation of implementation information from relevant CO colleagues.
- Contribute to the development and monitoring of implementation of CO HACT related SOPs and internal procedures, including for escalation of issues identified through assurance activities.
- Review assessments and programme assurance reports to identify areas of weaknesses related to the implementation of HACT and keep supervisor/partners informed of findings for timely action and/or intervention.
- Analyse the HACT programme assurance against corporate HACT standards and good programming practices to identify gaps and for assurance adjustment and improvement
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### **3. Support to implementation of implementing partnerships activities**

- Support the review of partner agreements and amendments for approval, ensuring compliance with UNICEF rules and regulations.
- Supporting the development and implementation of standards and guidance for UNICEF partnerships; formulation of work plans and strategies.
- Support the Partnership Review Committee proceedings for ensuring quality and timely partnership documentation.
- Provide technical support to the country office in the formalization of implementing partnerships with government and civil society organizations implementing partners in line with relevant policies, procedures and guidelines, including the CSO Procedure and guidance on work plans.
- Coordinate with and/or seek technical support of the Regional Office on implementation of the CSO procedures.
- Produce analysis on implementing partnerships to inform office strategy and implementation

### **4. Support knowledge management and information systems**

- Identify, synthesize and share lessons learned from HACT and its implementation for integration into broader knowledge development planning and management efforts.
- Contribute to country programmes by supporting knowledge management through providing professional assistance in data collection and analysis, complete and accurate reporting as well as "lessons learned" and other corporate-level databases.
- Participate in information exchange with partners as well as in the development of training and orientation material by providing professional technical assistance.
- Liaise with technical country and regional staff in and partner organizations to facilitate mutual learning and best practices in application of the eTools.
- Support the programme sections in the utilization of eTools to properly and consistently store information related to all implementing partnership documentation such as Small Scale Funding Agreements (SSFA), Programme Co-operation Agreements (PCA), and programme documents, implementation work plans, partner reports, partner PSEA assessments, field monitoring visits and follow-up actions.

- Ensure eTools is used for all steps of UNICEF Zimbabwe partnership management cycle, with a focus on formalization of robust programme implementation work plans, field monitoring, and partner reporting.
- Support the creation and updating of key records of partners in the Vendor Master system (MDM). Liaise with GSSC around technical issues.

## 5. Capacity building

- Contribute to the design and implementation of capacity development strategy/initiatives for CO staff and partners to ensure that staff has the knowledge and skills to fulfill their responsibilities under HACT including use of eTools.
- Provide implementing partners with technical assistance and support in planning and organizing training programmes for the purpose of capacity building and programme sustainability.
- Promote and maintain the building and reinforcing of the commitment and institutional capacities of the implementing partners by identifying these partners and partnerships and providing continuous support, coordination and collaboration.

## IV. Impact of Results

The effective support provided by the Implementing Partnerships Officer to the careful planning and effective implementation of HACT and CSO partnership activities directly impacts on programme implementation, delivery of sustainable results, and promoting national ownership and accountability for programme management.

## V. UNICEF values and competency Required (based on the updated Framework)

### i) Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability

### ii) Core Competencies

- Demonstrates Self Awareness and Ethical Awareness (1)
- Works Collaboratively with others (1)
- Builds and Maintains Partnerships (1)
- Innovates and Embraces Change (1)
- Thinks and Acts Strategically (1)
- Drive to achieve impactful results (1)
- Manages ambiguity and complexity (1)

## VI. Recruitment Qualifications

Education:

A university degree in one of the following fields is required: Development studies, International Development, Business Administration, Financial Management, Project/Programme

	Management or another relevant technical field.
Experience:	<p>A minimum of one-year professional experience in one or more of the following areas is required: programme development/management, financial planning and management, or another related area.</p> <p>Experience working in a developing country is considered as an asset.</p> <p>Relevant experience in a UN system agency or organization is considered as an asset.</p>
Language Requirements:	Fluency in English is required. Knowledge of another official UN language or local language of the duty station is considered as an asset.

<b>VII. Child Safeguarding Risk Assessment</b>	
Is this position considered as 'elevated risk role' from a child safeguarding perspective?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, check all that apply
Direct contact role	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediate physical proximity, with limited supervision by a more senior member of personnel.
Child data role	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (names, national ID, location data, photos).
Assessed Risk Role	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please indicate the number of hours/months of direct engagement with particularly vulnerable children
Safeguarding response role	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

# VIII. PPM Structure

## Programme Planning and Monitoring (PPM) Section

